

# U S A I D / M A D A G A S C A R

## P E R S O N N E L      N O T I C E

USAID PER. Notice No. 2014-12  
November 14, 2014  
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**TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** RECRUITMENT FOR ONE "SUPPLY CHAIN SYSTEMS SPECIALIST"  
WITHIN USAID/MADAGASCAR  
HEALTH, POPULATION AND NUTRITION OFFICE

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-10

**APPLICATION  
CLOSING DATE:** 12:00 PM, FRIDAY, DECEMBER 5, 2014

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The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Supply Chain Systems Specialist (SCSS) with the Office of Health, Population and Nutrition. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

### **BASIC FUNCTION OF THE POSITION**

The incumbent of this position will serve as the Supply Chain Systems Specialist (SCSS) to the Health Population and Nutrition (HPN) Office, Antananarivo, Madagascar, under the supervision of the Health Systems Strengthening Senior Advisor (H3SA).

The SCSS focuses on improving USAID/Madagascar's commodity supply chain investments including systems, logistics and monitoring to ensure ongoing availability of and access to life-saving health commodities to beneficiaries. The SCSS works with USAID implementing partners, managing and monitoring activities related to imports, warehousing, logistics and distribution systems as well as end-user satisfaction. The incumbent will closely monitor implementing partner activities, track issues and stock-outs, recommend and facilitate solutions, and advise on appropriate management decisions to address ongoing issues. The incumbent also services as the USAID inter-face with mid-level officials in SALAMA and the Ministry of Health (MOH) to resolve issues and ensure efficiencies in the national drug supply system.

S/he works to ensure technical and programmatic synergy within USAID/Madagascar, other health development donors, technical partners, key stakeholders, especially the Government of Madagascar (GOM) and SALAMA by facilitating the exchange of technical information, guiding and managing USAID Commodity Logistics Supply Chain (CLSC) activities. The SCSS represents USAID in national-level CLSC technical, programmatic, and policy meetings as required.

### **MAJOR DUTIES**

#### **A. Project Monitoring and Management**

The SCSS is responsible for managing a challenging CLSC portfolio, by monitoring and advising on commodity supply and ensuring effective

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distribution. S/he is responsible for identifying route causes and finding solutions to commodity supply and distribution issues. S/he works and coordinates in close collaboration with the Program Management Assistants to ensure the management for forecasting, quantification, and procurement of USAID procured commodities. Specific duties include:

1. Serve as technical expert to all HPN partners on commodity supply and distribution issues, the SCSS develops and coordinates commodity and supply chain strategic direction as a component of the USG's health systems approach to development, applying approaches to drug supply and distribution that are consistent with a health systems approach.
2. Work in close collaboration with the Health System Strengthening Advisor and Program Management Assistants to ensure the management for forecasting, quantification, and procurement of USAID procured commodities.
3. Serve as Contracting/Agreement Officer's Representative (C/AOR) and as required the activity manager; review, approve, and ensure progress and compliance with Implementing Partner(s) annual work plans and budgets; conduct bi-weekly site visits to monitor activities and verify asset use, warehousing, stock-out monitoring, and end-user verification. His/her environmental areas are monitoring and reporting systems, bring input in the development of Performance Monitoring Plans (PMPs).
4. Complete site visits/field monitoring (including remote and very difficult access areas) which comprise 25% - 50% of the incumbent's schedule. The SCSS develops tools to systematically monitor and document implementing partner performance related to warehousing, supply chain, and stock outs. The SCSS advise and follow-up with implementing partners and Contracting Officer as necessary, to ensure achievement of results and compliance with USAID and USG policies, procedures, regulations; reviews all written reports submitted by Implementing Partners and provide timely feedback; maintain program files, and other duties and responsibilities.
5. Guide and oversee annually USAID management and distribution of approximately \$4-5 million in health supplies and commodities in compliance with relevant USAID, USG, and PMI guidelines, policies, regulations and procedures.

B. Technical guidance, leadership, and advocacy in health commodity, logistics and supply chain management and health systems

The SCSS serves as the Mission expert for all matters related to health CLSC, providing leadership in identifying and applying innovative approaches and best practices to achieve USAID, USG, GOM CLSC and broader health systems goals. Specific duties include:

1. Serving as the technical expert to the HPN team on health CLCS and implementing partners on all issues related to commodity supply chain; monitoring commodities procured and distributed under USAID supported project and providing technical assistance as required under various global alliances.
2. Representing USAID/Madagascar and its CLSC program with the GOM and SALAMA and coordinating meetings with implementing partners and stakeholders

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as required in the areas of family planning, maternal, newborn and child health and malaria programs to mitigate stock-out issues and ensure products reach beneficiaries. This includes representing USAID in technical meetings with the GOM, SALAMA, other donors and non-government and private sector organizations on issues related CLSC including the Commodities Technical Working Group.

3. Providing technical assistance to the MOH and other GOM and USAID/USG implementing partners involved in CLSC, in order to ensure compliance with warehousing/storage, distribution and other commodity standards and requirements at the national, district, facility, and supply point levels. This includes guidance on logistics information management. S/he will closely work with other HPN team members and other A/CORs to ensure that commodity related programming is well coordinated.

4. Keeping informed of national and international initiatives and policies and state-of-the-art developments related to CLSC including mHealth applications to improving the commodity supply system; s/he shares information as appropriate with various counterparts.

### **REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA**

#### **A. EDUCATION**

A Bachelor degree in/or Management, Business / Public Administration, Public Health, Statistics required.

#### **B. PRIOR WORK EXPERIENCE**

Minimum of five years of progressively responsible work experience with commodity supply chains including forecasting, procurement, registration, imports, warehousing, logistics and distribution systems as well as end-user satisfaction; extensive field monitoring experience and proven analytical and representational skills are required.

#### **C. KNOWLEDGE**

A thorough knowledge and understanding of Health Systems Strengthening, demonstrated expert knowledge of commodity supply chains, community health volunteer systems, and MOH systems is essential. Demonstrated experience solving implementation problems is required. Familiarity with USAID/UN/UE/WB/International NGOs commodity activities and business practices is highly desirable.

#### **D. SKILLS AND ABILITIES**

The SCSS must possess independent critical thinking skills and have the ability to analyze and synthesize project data, and have excellent written and oral communication skills; demonstrated field monitoring experience, and ability to prepare precise, accurate, and complete reports. S/he must have advanced problem-solving skills and the ability to identify solutions in complicated situations, taking into consideration multiple competing priorities, including both GoM and USAID rules, regulations, and requirements and other variables. Demonstrated ability to multi-task. The SCSS must be knowledgeable in MS Office applications, such as Word, Excel,

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and Power Point, and other data management skills, such as familiarity with other database management applications.

### ***E. LANGUAGE PROFICIENCY***

English languages at level IV: Fluent professional level speaking, reading and writing required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English/French and Malagasy, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, this may require acting as an interpreter in situations where considerable importance attaches to proper word meaning.

French and Malagasy at level III.

### **ADDITIONAL SELECTION PROCESS AND CRITERIA**

- This vacancy is open exclusively to interested candidates residing in Madagascar. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- It is essential that candidates address the required qualifications above in the application.
- Current US Government (USG) employees serving a probationary period are not eligible to apply.

### **INSTRUCTIONS FOR APPLICANTS**

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter, in English, which specifically addresses each of the selection criteria. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) **Completed and SIGNED Federal form OF-612**: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV), in English, with your telephone number and e-mail address;
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the

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current employer to be contacted as a reference check, this should be stated in the OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

### **CLEARANCES**

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

### **SALARY**

The position is classified at FSN-10 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-9 "trainee" level for the first year of employment. After one year, promotion to FSN-10 will be subject to successful performance. Promotion to the target FSN-10 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

### **APPLICATION CLOSING DATE**

Submit your application by 12:00 pm, December 5, 2014 to:

USAID/ Madagascar  
EXO/HR  
Lot 207A, Point Liberty (Route Digue)  
Andranoro, Antehiroka  
Antananarivo 105 Madagascar

or to the following e-mail address: [AntananarivoUSAIDHR@usaid.gov](mailto:AntananarivoUSAIDHR@usaid.gov)

**Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.**

- a) If you submit your application physically, please mark the envelop:  
"PERNOT 2014-12"
- b) If you submit your application electronically, please put as subject:  
"PERNOT 2014-12 [your name]"

**TO BE CONSIDERED**, applications must include **ALL** the required documents and information, and **be received** at USAID Office by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.